

HOUSING INSPECTOR

The Housing Inspector works under the supervision of the Director of Code Enforcement. Inspects rental housing units to determine compliance with housing code requirements and to ensure safe, suitable, and sanitary housing. Works with rental housing providers and tenants to resolve housing complaints and code violations. Composes inspections and code violation reports directing corrective action. Writes letters of code compliance or noncompliance, search warrants, notices of violations, and citations when compliance is not achieved. Maintains electronic and hard copy file of all rental units. Serves as a witness in Court proceedings. Promotes an image of professional, ethical, and courteous service as a representative of the City of Morgantown.

Minimum Qualifications:

Requires a high school degree or equivalent education.
Requires possession of a valid driver's license.
Requires the ability to interpret codes, write detailed reports, and maintain accurate records.
General knowledge of personal computing including the use of word processing and spreadsheet software applications.
Requires the ability to professionally serve the needs of discontent clients, both in person and on the telephone.
Requires the ability to work with minimal supervision.

Desirable Qualifications:

High school education or equivalent education plus two (2) years of college education.
ICC International Property Maintenance Code (IPMC) certification with two (2) to three (3) years of related experience.
Ability to read and understand maps and construction-related drawings.
Training or experience in working with the public.

Additional Requirements:

Must complete a six (6) month introduction (probationary) period based on successful performance evaluations.
Must successfully obtain ICC administered International Property Maintenance Code (IPMC) certification as mandated by the State of West Virginia within six (6) months of hire.
Must successfully obtain ICC administered International Residential Code (IRC) certification within twelve (12) months of hire.